

**LSTA SUB-GRANT REPORT AND EVALUATION FORM -- INSTRUCTIONS**  
**LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) – PL 108-81, AS AMENDED**  
**FFY 2005 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY**  
*Submit (1) paper copy with original signatures to the LSTA Project Coordinator*

*SCSL Library Development Services Consultants are available to assist applicants with development of project reports/evaluations. Contact the project consultant previously assigned to you or Dr. Curtis R. Rogers, Director, Division of Statewide Library Services (Email [curtis@leo.scsl.state.sc.us](mailto:curtis@leo.scsl.state.sc.us)).*

**AN LSTA SUB-GRANT INTERIM REPORT/EVALUATION IS COMPLETE WHEN THE FOLLOWING IS PROVIDED:**

- I. **Sub-Grant Project Title.** Indicate the title you have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*
- II. **Name, Address telephone number and E-mail** of (a) Applicant (b) Project Administrator (c) Fiscal Officer (**NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal.*)
- III. **Report Type.** Indicate interim or final report.
- IV. **Number of Persons Benefiting Directly from the Project.** **NOTE:** *For the interim report only, if at this stage you have no preliminary numbers for persons who used or benefited directly from the services provided by the project, indicate "N/A".*

A default number that reflects the total population of the service area or the potential population to be reached is not preferred. Ideally, each person should be counted only once even though he or she may have used the service several times. For example, in "Good Folks State", which has a population of 745,600, there were 14,678 interlibrary loan requests made by 13,233 people to the statewide interlibrary loan (ILL) system supported by LSTA funds. The number of "persons served" is 13,233, not 745,600.

- V. **Expenditures.** *If at this stage, you have no expenditures, indicate "none to date."*  
Include LSTA grant funds in column 1, State Aid funds in column 2, Lottery funds in column three (3) and any other funds in column four (4). If in-kind contributions are a significant factor in your project, use your report narrative to specify which dollar amounts reflected on the form are actually in-kind contributions and not an actual cash match. **NOTE:** When sub-grantee expenditure reports do not reconcile with South State Library financial records, sub-grant recipients are contacted by the South Carolina State Library's Finance & Business Department.
- VI. **Narrative.** *(Interim report guidelines)* Depending on your progress at this stage, you may or may not be able to report on all required narrative sections. Therefore, address all sections as your progress allows. Also, indicate any special circumstances that are affecting progress, negatively or positively, toward accomplishing project objectives. A summary of the project results and accomplishments to date must be provided. *(See item VII – Narrative instructions for Final report)*

**AN LSTA SUB-GRANT FINAL REPORT AND EVALUATION IS COMPLETE WHEN THE FOLLOWING IS PROVIDED:**

SEE Items 1 –5 as noted above for the LSTA interim report.

**VII. Narrative** (*Final report guidelines*) -- Please follow the outline below:

- A. **Summary of overall purpose of the project.** Answers the questions: what we do, for whom, and for what expected outcome or benefit. **If there are no changes from the original project application narrative, note such and proceed to item (B).**
- B. **Project Activities/Methods.** In this section describe how the project was carried out. For example: How were workshops conducted? How was the service promoted? How were digital images from a historical collection captured, cataloged and made accessible? Review each specific project objective and provide a brief summary for each. Describe important activities relating to the objective and circumstances that affected the achievement of, or failure to achieve, the objective. If the project objectives were significantly surpassed or not met, the activity summary should include an explanation.
- C. **Description of project results**

Project Outcomes -- This is the section where outcomes measured during evaluation are reported for a specific project. Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project. Outcome based evaluation (OBE) provides information about the degree to which a project has met its goals in terms of creating these benefits for individuals. Please include a description of the ways outcome information was gathered, such as through a survey, focus group sessions, pre- and post-tests given in training, or other systematic measures of intended outcomes.

Project Outputs -- Outputs are measures of the volume of a program's activity: products created or delivered, people served, activities and services carried out. Outputs are almost always numbers.

Anecdotal Information -- This information should include client stories, reports of comments, feedback, and observations about how people used the products or services of a project, especially how they benefited from them. Any project can include anecdotal information—it "puts a face" on the project's work. The information that is reported in this section is informal in nature, whereas the information reported under Project Outputs and Project Outcomes comes from specific counts or measures.

In-kind contributions -- Use this section to report the total value of goods and services, of significant factor in the success of the project, provided by the sub-grant recipient towards the project.

Other results -- This is the section where you can report results not documented in any of the above sections. For example, if partnerships/collaborations are a factor in the success of your project and you failed to report such, use this section to do so.

**Narrative** *(Final report guidelines continued)*

- D. **Exemplary Reason.** Do you consider your project to be worthy of the IMLS “exemplary” status? If no, skip this item and proceed to item (E). If yes, describe the factors that you consider merit selection of the project as exemplary, such as innovation and vision, impact on target audience, serving new population group, etc.
- E. **Ongoing Activities.** Describe programs, services and activities that are to be continued with local funding.
- F. **Summary comments.** Use this section for any additional comments you need to make about the about your report, e.g., advice to others considering similar projects.
- G. **Single copies of publicity materials.** Sub-grantees must include copies of all LSTA project related publicity materials, e.g., newspaper articles, videos, press releases, bookmarks, brochures, flyers, etc. A single copy of each item is sufficient.

**PLEASE SEND**

(1) Copy of Completed LSTA Sub-Grant Project Report/Evaluation/Narrative

**TO**

Guynell Williams, Deputy Director /LSTA Coordinator  
South Carolina State Library  
P.O. Box 11469  
Columbia SC 29211